



**City of Annapolis**  
**Office of Law**  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

[CityAtty@annapolis.gov](mailto:CityAtty@annapolis.gov) • 410-263-7954 • Fax 410-268-3916 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## Records Request Form

All requests for information, i.e. to inspect or receive copies of public records maintained by the City, pursuant to the Maryland Public Information Act should be submitted to the Office of Law. Upon receipt, the office will respond as prescribed by the Act. Please print.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone(s), if you would like to be called before fees are assessed \_\_\_\_\_

Describe or identify the records that you want to inspect or copy and please specify what you are requesting below. Check all that apply.

	Copies	Inspect records	Records
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

The City of Annapolis charges a fee of 25¢ per page for copies of documents. There is no copy fee charged for requests of fewer than 10 pages. There may also be a fee for retrieval and review of the records if the retrieval and review take more than two hours. In the case of an unusually large expense, partial prepayment may be required in advance.

I am willing to pay all fees for this request without prior notification.

I am willing to pay fees for this request up to a maximum of \$ \_\_\_\_\_

If you estimate that the fees will exceed this limit, please contact me at the phone number above.

I am requesting that fees be waived on the following grounds:

\_\_\_\_\_

A "person in interest" is a person who is the subject of the record, that person's designee, or that person's parent or legal representative if the person has a disability. Under law, certain records that would not otherwise be available may be available to a "person in interest." At your option, you may indicate if you are a "person in interest."

Are you a "person in interest?" If yes, please explain below. Yes No

Does any part of this request relate to any City-owned building or property? Yes No

Signature \_\_\_\_\_ Date \_\_\_\_\_